

L7617

**SUPERINTENDENT'S ORDER #4: NEPA AND NHPA PROCESS PROCEDURES
FOR IMPLEMENTATION OF BASE FUNDED AND SPECIAL EMPHASIS
PROGRAM PROJECTS**

**Approved: Daniel W. Brown (signed)
Superintendent, Blue Ridge Parkway**

Effective date: (reissued) November 1, 2001

This Superintendent's Order #4 replaces the previous SO #4 dated February 8, 2001, which should be removed and discarded from your files.

This procedure must be followed for all base funded and special emphasis program projects that may affect natural and/or cultural resources through ground disturbance activities, additions to and/or alterations of historic structures internal or external fabric, or major rehabilitation of any park facilities—roadways and structures, trails, tunnels, bridges and buildings. The objective of the procedure is to have all projects designed, compliance initiated, and their implementation approved in the fiscal year prior to them being funded. (See [Timeline Flowchart](#))

- A list of typical program activities that are covered under annual Programmatic Categorical Exclusion/Section 106, or are exempt from further NEPA/106 compliance is found in [Appendix A](#).
- A list is also included for projects requiring Categorical Exclusions according to DO-12 in [Appendix B](#). This list must be consulted to determine if a project requires a categorical exclusion or other form of compliance.
- Categories and lists of resources contributing to the historical significance of the Blue Ridge Parkway are found in [Appendix C](#). This list must be consulted to determine if a structure is subject to management and compliance procedures for historically significant structures. At this time, this list is not all-inclusive and may be expanded based on National Register review of the Blue Ridge Parkway.

Responsibility for formulating the Parkway's base funded and special emphasis programs and assigning project coordinators will be the Superintendent and his management team. The responsibility for managing NEPA compliance status (hard copy information and digital) will be the Resource Planning and Professional Services (RP&PS) Division. The Southeast Regional Office will provide all expert technical review for any projects requiring Section 106 compliance. The responsibility for assuring Regional Cultural Resource Specialist review under Section 106 compliance for all Parkway projects is with the RP&PS Division. Approval of NEPA/NHPA compliance is the responsibility of the Superintendent.

Refer to **Appendix D** for a comprehensive listing of special emphasis programs and their related funding submission requirements. *(Due to the length of this Appendix, please refer to the NEPA/NHPA binder in the District Offices or in the RP&PS Division Office)*

The following narrative outlines the general time frames and procedures for submission of special emphasis and base funded projects that need NEPA or NHPA compliance.

October 1 – January 31

- Program Managers will identify special emphasis or base funded projects and transmit project description forms (PDF) that will need to be developed for each individual project. An electronic copy will need to be submitted to the park Environmental Compliance Specialist (ECS) for input into the NEPA database. Once a Project Identification Number (PIN) is established, the ECS will return PINs to project leaders via cc:mail. (See **Appendix E**)
- For maintenance projects, MAXIMO work order numbers will need to be included on the PDF prior to submission.
- ECS will distribute to Division Chiefs a proposed list based on database queries of all projects submitted.
- Division Managers will review project lists, edit or condense projects, assign project coordinators, and prepare a list of projects for final PMIS submission.

February 1 – February 15

- The Superintendent and Parkway Management Team, Program Managers, Budget Analysts, Contract Specialist, Environmental Compliance Specialist, and Engineering Staff will meet to review special emphasis program projects to be submitted through the PMIS program for the next fiscal year.

February 15 – March 1

- PMIS project forms will be revised and final requests submitted to SERO. Once projects have been submitted into PMIS, Program Managers will need to notify ECS of all PMIS numbers for associated PDFs. Any changes from the original PDF will have to be resubmitted to the ECS to update the NEPA database and compliance requirements.
- Program Managers to develop and submit conceptual drawings to the Park Environmental Compliance Specialist.
- The estimated level of compliance will be determined and project identification numbers identified. (See example in [Appendix F](#))
- At this time, all projects will have a draft Section 106/Assessment of Effect form prepared by RP&PS, and these will be submitted to the Southeast Regional Office for technical cultural resource expert review.
- If the project work is to be accomplished through contracted services then the Program Manager will advise the contracting officer of projects so that the contracting process would proceed as soon as funding is available.

March 1 – March 15

- Base funded and all other projects needing compliance review will be submitted to the Parkway Management Team, through appropriate Division Chiefs, for final review and authorization. Upon concurrence from this group, electronic copies of the project description forms will be submitted to the Park Environmental Compliance Specialist.

March 1 – April 30

- Program Managers will initiate field project review meetings with other appropriate Parkway staff to discuss the scope of each project, identify alternatives, issues and concerns, permits required, etc. (Operations Supervisor, Park Environmental Compliance Specialist, Resource Management Program Manager, Park Vegetation Specialist, Contract Specialist, Park Cultural Resource Management Specialist, Civil Engineer, Resident Landscape Architect, Concessions Management Specialist, and other staff to be involved, as necessary.)

May 1 – August 31

- Program Managers and ETS to submit final drawings and specifications to Park Environmental Compliance Specialist.
- The Park Environmental Compliance Specialist to initiate Categorical Exclusions (CE), Section 106 assessment, and begin Environmental Assessment compliance documents.
- Environmental Assessment compliance will require additional time for public involvement, other agency consultation, and final approval from the Regional Director, SERO.

September 1 – December 31

- The Park Environmental Compliance Specialist to finalize CE's and Section 106 documentation. (See example in [Appendix G](#))

January 1 – January 31

- Letters of authorization (LOA) issued to Program Managers documenting that compliance has been completed. Mitigating measures will be listed in this document. (See example in [Appendix H](#))

This process also includes Federal Land Highway Program projects, Line Item construction projects, Special Use Permits, Incidental Business Permits, Right-of-Way Permits, Land Acquisition.

Attachments